

Initial Allotment

The following checklist will assist to process your invoice expeditiously:

- ☐ The fiscal year budget was entered onto the worksheet tab of template first, using **WHOLE DOLLARS ONLY**, and agrees with the budget as displayed in the grant (Refer to the Budget Attachment in Exhibit B of your grant)
- ☐ **Initial allotment** was generated using the appropriate budget-invoice template and:
 - ☐ Submitted by August 1st of the associated state fiscal year
 - ☐ Includes the correct:
 - ☐ grantee's name exactly as shown on agreement
 - ☐ grant number
 - ☐ grant year
 - ☐ fiscal period
 - ☐ budget period
 - ☐ indicates the requested allotment percentage (not to exceed 25% of the grant agreement)
 - ☐ Is printed on grantee's letterhead
 - ☐ Is signed by authorized personnel using blue ink
 - ☐ Includes the printed name and title of the authorized personnel

Upon submission of a payable invoice, allow forty-five (45) to sixty (60) days until a check/warrant is fully processed through the Department and the State Controller's Office.

If you have any questions in regards to invoices or budgets, please contact your contract manager.